



# The Gazette of Meghalaya

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### PART-IIA

#### GOVERNMENT OF MEGHALAYA

#### NOTIFICATIONS

The 5<sup>th</sup> September, 2022.

**No.PER.7/2004/Vol.I/92** - In exercise of the power conferred by the proviso to Article 309 of the Constitution of India, the Governor of Meghalaya is please to prescribe the following Rules for the Departmental Examinations of Officers of the Indian Administrative Service. The rules shall come into force with immediate effect.

The existing rules for the examination of Officers of all other Departments of Government will continue to be in force.

#### RULES FOR THE CONDUCT OF DEPARTMENTAL EXAMINATION, 2022

##### SECTION I - GENERAL.

1. Short title and Commencement - (1) These rules may be called the Rules for the Conduct of Departmental Examination, 2022.  
(2) They shall come into force with immediate effect.
2. The examination under these rules shall be held under the direction of the Meghalaya Public Service Commission. All officers intending to appear in the examination will apply in the prescribed form (Annexure-I) within the prescribed date, published by the Commission.
3. The dates of the examination will be fixed by the Commission and duly notified to the examiners and the examinees at least one month before the examination begin.
4. Examinations will be held twice a year usually in April and November.
5. (1) The examination will be conducted at Shillong by a Local Committee which will consist of either the Chairman or Member of the Meghalaya Public Service Commission at its President and such other official and non-official members as may be appointed by the Chairman, Meghalaya Public Service Commission.

The President may select a substitute in case an official or non-official person originally appointed as a Member of the Committee is unable for any reason to attend the examinations.

(2) The Chairman will select a member of the Committee to act as Superintendent of the examination for each centre. The Superintendent shall perform the duties of the President if for any unavoidable reason the later is prevented from attending to his work.

(3) The Local Committee will have no concern with the written examination further that to see that it is conducted with proper strictness and that the answers of examinees are forwarded in sealed covers to the Commission.

6. (1) The examination in Assamese, Bengali, Hindi, Khasi, Lushai, Garo and Mikir will be conducted by a Board of Examiners which will consist of such members of the Local Committee together with any additional officer or non-official persons as may be appointed by the President to assist at the examination.

(2) The paper for these examinations in languages will be selected or prepared according to the direction of the Chairman, Meghalaya Public Service Commission and marks will be assigned by this Board or under their instructions.

7. The Chairman, Meghalaya Public Service Commission may direct an examinee to appear at the language examination in Khasi, Lushai, Garo and Mikir at a place other than the usual centre of examination.

8. For the written examination referred to in the above rule, questions will usually be set on the requisitions of the Public Service Commission by the officers named below:-

Secretary to the Government of Meghalaya in the Law Department - For the papers in Law, Part I, with and without books - (First and Second papers).

Secretary to the Government of Meghalaya in the Revenue Department -For the paper in Law, Part II (Revenue Law) with book- (Second Paper).

Director of Land Records, Meghalaya - For the papers in Law, Part II (Revenue Law) without books - (First paper).

Secretary to the Government of Meghalaya in the Finance Department - For the papers in Accounts - (First and Second Papers)

9. The Commission is authorized to borrow the necessary Codes and Acts from the offices of the Commissioners and from the Secretariat Library and from other Government offices, if necessary, to enable examinations with books to be conducted. At the close of the examination the Superintendent will be responsible for the return of the books to the offices to which they belong.

10. (1) Written papers will be examined by the officers who set them or, if for special reasons the services of these officers are not available, by such other officers as the Commission may select.

(2) The officers who examine the answer papers will speedily as possible communicate the marks obtained by the examinees along with the answer scripts to the Secretary, Meghalaya Public Service Commission.

(3) The Commission shall publish the final result of the examination in the Gazette of Meghalaya and forward the copy thereof to the Government.

**SECTION II**  
**SUBJECTS AND STANDARD OF EXAMINATION**

**A - LANGUAGE.**

11. The languages in which examinations will be held are :-

- (a) Assamese.
- (b) Bengali.
- (c) The following tribal languages :-

  - (i) Mikir (Assamese script).
  - (ii) Khasi (Roman script).
  - (iii) Lushai (Roman Script).
  - (iv) Garo (Roman script).

(d) Hindi.

12. (a) The examination will be of one standard and divided into three parts except in Hindi, viz :-

- (i) Conversation and reading,
- (ii) Translation.
- (iii) Dictation.

(b) The marks allotted and the time allowed in each part are as follows :-

|                               | <u>Total marks</u> | <u>Time allowed</u> | <u>Pass Marks</u> |
|-------------------------------|--------------------|---------------------|-------------------|
| (i) Conversation and reading. | 40                 | -                   | 15 minutes        |
| (ii) Translation              | 30                 | -                   | 1 hour            |
| (iii) Dictation               | <u>30</u>          | -                   | 30 minutes        |
|                               | <u>100</u>         |                     | <u>40</u>         |

13. (a) Every officer must pass the language examinations compulsory as follows:-

|  |   |
|--|---|
| If the mother tongue of the Officer is - | Compulsory languages to be passed.  |
| (i) Assamese                             | - Bengali & a tribal language<br>or<br>Two tribal languages.                              |
| (ii) Bengali                             | - Assamese and a tribal language  |
| (iii) Khasi and Garo                     | - Assamese and Bengali<br>Or<br>Assamese & Tribal language<br>(Other than mother tongue). |

"Tribal language" here means one of the languages mentioned under Rule 11(c) which have a written script.

(b) The standard of the examination in the languages except Hindi will be as given below:-

- (i) An officer must be able to converse freely in the language in which he is appearing. He should be able to read with fair fluency and explain in English two papers written in a plain running hand.
- (ii) The officer must be able to correctly write down sentences spoken in language.
- (iii) He must without assistance translate from English a short passage.

(c) Immediately after his posting, every officer should intimate to Government in the Appointment Department, the languages which he will take for the departmental examinations.

14. An officer must also pass in Hindi examination. The examination in Hindi will consist of conversation only and will be of fifteen minutes duration. Maximum marks will be 10 and the pass marks 4.

#### **B - LAW**

15. The examinations in Law are divided into the following two parts:-

1. Criminal Law, Civil Law and the Law of Evidence.
2. Revenue Law.

16. There will be four sets of question papers in the examination in Law, viz., one in each part to be answered without the aid of books, and one in each part to be answered with the aid of books. Officers are not required to pass by the Lower Standard in the papers with books.

17. To pass in Law Part I and II, an officer will have to obtain the following minimum marks. The maximum marks prescribed for each of the examinations are 150. For the examination without books, 60 marks will be minimum for Lower Standard and 100 marks will be the minimum for Higher Standard. For the examination with books, 100 marks will be minimum for Higher Standard. However an officer will be deemed to have passed by the Higher Standard if he secures a minimum of 90 marks in each of the papers (with and without books) and 200 marks in the aggregate. The time allowed for each paper will be

three hours. An examinee is not required to appear in a paper again in which he secures at least 100 marks.

18. The Act, Regulations and Rules from which questions will set are shown below. All amending acts, regulations, etc., are automatically included:-

***Law Part I - Criminal and Civil Law and the Law of Evidence.***

***First Paper- Without Books.***

The I.P.C., Act XLV of 1860, Chapter 2,4,5 and 8 and definition of all offences.  
The Code of Criminal Procedure, Act of 1973 (Acts 2 of 1974)  
The Code of Civil Procedure, Act V of 1908.  
Sections 15 to 35,137 to 139,142 and 146 to 153 and  
The First Schedule, Orders I to XX and XLVIII.  
The Indian Evidence Act I of 1872.

***Law Part I- Criminal and Civil Law and the Law of Evidence***

***Second Paper- With Books.***

**Central Acts**

The I.P.C., Act XLV of 1860  
The Code of Criminal Procedure, Act of 1973 (Act 2 of 1974)  
The Code of Civil Procedure, Act V of 1908  
The Indian Evidence Act I of 1872.  
Meghalaya Police Act, 2010  
The Cattle Trespass Act I of 1871  
The Indian Contract Act IX of 1872  
The Indian Oaths Act 1969 (Act 44 of 1969)  
The Indian Arms Act 1959 and the Rules framed there under (Act 54 of 1959)  
(to be substituted by the new Act when it comes into force).  
The Northern India Ferries Act XVII of 1878.  
The Advocates Act, 1961. (The Legal Practitioners Act XVIII of 1879, has been substituted by the Advocates Act, 1961, which is being enforced in instalments).  
The Transfer of Property Act IV of 1882.  
Indian Explosives Act IV of 1884, and the Rules framed thereunder.  
The Registration Act XVI of 1908.  
The Factories Act, 1948 (Act XXV of 1934, has been substituted).  
The Workmen's Compensation Act VIII of 1923.  
The Minimum Wages Act XI of 1948.  
The Prevention of Food Adulteration Act, 1954.  
The Industrial Disputes Act XIV of 1947.  
The Indian Motor Vehicles Act, 1988 (Act 59 of 1988)

The Bengal Eastern Frontier Regulation 5 of 1873. (This is the correct name for the Inner Line Regulation V of 1873)

The Meghalaya Excise Act, 1910 and Meghalaya Excise Rules framed there under.

***Law Part II - Revenue Law***

***First Paper - without books.***

The Meghalaya Transfer of Land (Regulation) Act, 1971.

***Law Part II- Revenue Law***

***Second Paper- with books.***

1. The Land Records Manual.
2. The Meghalaya Forest Regulation (Application and Amendment) Act, 2021
3. The Meghalaya Urban Areas Rent Control Act, 1972.
4. The Right to Fair Compensation and Transparency in Land Acquisition Rehabilitation Resettlement Act of 2013.

As laws are constantly updated and amended, the Personnel Department may notify the list of laws for the Law syllabus from time to time.

**C-ACCOUNTS**

19. (1) The examination in Accounts will be of one standards and two papers will be set. The question in the first paper will be set from chapters 6-8,10-16,19,20 and 27 of the publication "An Introduction to Indian Government Accounts and Audit, Second Edition". The candidates will not be allowed to use the book at the time of examination.
- (2) The question in the second paper in answering which candidates will be allowed to refer to books and which will be of practical character will be set from :-
  1. The Meghalaya Fundamental Rules & Subsidiary Rules, 1984 (omitting FR. 44 to FR. 47 & SR. 20 to SR. 43).
  2. The Meghalaya Civil Service Pensions Rules, 1983.
  3. The Assam Budget Manual (as adopted by Meghalaya)
  4. The Meghalaya Financial Rules, 1981 (omitting portion relating to Forests & Public Works Department)
  5. The Meghalaya Treasury Rules 1985 (omitting relating to Forests & Public Works Departments) Cyber Treasury, Treasury Net Application & BEAMS and
  6. The Contingency Manual (as applicable to Assam & Meghalaya).

20. The time allowed for each paper will be three hours. The Maximum marks for each paper will be 150 and the minimum pass marks will be 90. However, an officer will be deemed to have passed in Accounts if he secures a minimum of 80 marks in each of the papers and 180 marks in the aggregate.
21. An examinee is not required to appear in a paper again in which he secures at least 90.
22. An examinee will not be held to have passed the examination in Accounts until the Deputy Commissioner of the District to which he is attached, furnishes a certificate that the examinee was placed in charge of a District or Sub-Treasury under the general supervision of the Treasury or Sub-Treasury Officer for a period of not less than six weeks and that he underwent the training satisfactorily.

### **SECTION III**

#### **Special Rules framed under the I.A.S. Pay Rules affecting the member of the Indian Administrative Service.**

- 23.(1) (a) An IAS officer (direct recruit - regular as well as special recruit) is compulsorily liable to pass the following examination :-

Law Parts I and II by Lower and Higher Standards.  
Language examination as prescribed in Rules 12 and 13 and Accounts.

- (b) He will also be required to undergo training in Survey and Settlement, as and when deputed to the course and pass the examinations that may be prescribed to test his proficiency in these subjects and obtain a certificate of proficiency.
- (2) Immediately on passing the Lower standard of Law Parts I and II and a language (other than Hindi) a direct recruit will be allowed to draw the first increment due to him. He will be allowed to draw his second increment due to him on passing the remaining parts of the examination mentioned in sub-rule 1(a) and on obtaining a certificate mentioned in sub-rule (1)(b), provided that it will not be obligatory to obtain the certificate under sub-rule (1)(b) if he has not been deputed to training in Survey and Settlement by the time he passes the examinations in sub-rule 1(a). These increments will have effect from the first day following that on which the Departmental Examination in which he is declared to have passed ended. No further increment will be earned by him till the completion of his fourth year of service.
- (3) A direct recruit is expected to pass the Lower Standard of Law parts I and II and a language (other than Hindi) within one year of his arrival in the state. If he fails to pass within this period he will not be eligible to draw the first increment of pay due to him. He is expected to pass the remaining parts of the examinations within two years of his arrival in the State; he will not be eligible to draw the second and subsequent increments of pay due to him until he passes all the examinations prescribed in sub-rule (1)(a) and obtains the certificate mentioned in sub-rule (1)(b), provided that it will not be obligatory to obtain the certificate under sub-rule (1)(b), if he has not been deputed to training in Survey and Settlement by the time he passes the examinations in sub-rule (1)(a).

Provided Government may, by a general or special order, exempt an officer from passing any one or more of the examination mentioned in sub-rule (1):

Provided further that Government may by general or special order, extend the periods prescribed in sub-rule (3) in case of any officer; and allow him to draw his normal increments.

#### SECTION IV

##### **Rules for training of IAS Officers in Survey and Settlement work.**

24. The Course of training is divided into two parts namely Survey and Settlement.
25. (1) The Director of Survey will arrange for the training and will lay down detailed rules from time to time for the conduct of the class.
- (2) The IAS Officers will undergo a course of training on the basic concept of (a) Survey and (b) Land Records & Settlement practice in Meghalaya. During the period of training Officers will be under the supervision and control of the Director of Land Records & Survey.

The syllabus of the course are as follows:-

| Sl. No. | TOPICS   | CONTENTS  | DURATION   |
|---------|--|---|--|
| 1       | Basic Surveying concepts                                   | Fundamental of surveys, type of survey, slope/horizontal distance, latitude, longitude & height of places, area & distance extraction from maps, area conversion, type of survey instruments, accuracy of maps, map reading, scale & sketch maps and types of scales, chain survey, plane table survey. | Lecture = 2 days<br>Practical = 1 day  |
| 2       | Cadastral Survey and Cadastral maps                        | Definitions, maps and land records, benefits of cadastral maps, symbology, demarcation of boundary, scanning and digitization of cadastral maps.  | Lecture = 1 day<br>Practical = 1 day   |
| 3       | Global Navigation Satellite System (GNSS) and Handheld GPS | GNSS Fundamentals, Space segment, ground segment user segment, surveying techniques operating procedures, datum, coordinates system, accuracy and sources of errors, processing of data, provision of ground control points, operation of hand held GPS.  | Lecture = 1/2 day<br>Practical = 1½ days   |
| 4       | Electronic Total Station (ETS)                             | Introduction, Principle, Application, Accuracy and source of errors, Precautions, Advantage and Disadvantage, details survey, field data processing and preparation of maps.  | Lecture = 1 day<br>Practical = 3 days  |
| 5       | Land Records & Settlement                                  | Past Land Revenue History, Regular and Supplementary Settlement, General duties of Mandals and supervisors Kanungoes, Procedure or Mutation in Field and in Office, Assessment of Local Rates, Rules for deferred enhancement of Land Revenue and Suspension and remission of revenue.                  | Lecture = 1 day<br>Practical = 1 day<br>(Practical will be held in the Office of the Deputy Commissioners Office, Shillong). |

Time allow to Preparation = 1 day.

**(2) Examination:-**

| Sl. No. | Subjects  | Full Marks | Pass Marks | Duration |
|---------|---|------------|------------|----------|
| 1       | Provisional of GNSS Control Points (Practical)            | 30         | 15         | ½ day    |
| 2       | Details survey by ETS and Preparation of Maps (Practical) | 50         | 25         | ½ day    |
| 3       | Survey Theory   | 50         | 25         | 3 hours  |
| 4       | Land Records & Settlement (Theory only)                   | 50         | 25         | 3 hours  |

**R. LYNGDOH,**

Commissioner & Secretary to the Govt. of Meghalaya,  
Personnel & A. R. (A) Department.

ANNEXURE - I

APPLICATION FORM

FOR HALF YEARLY DEPARTMENTAL EXAMINATION, 20.....

From :- Shri/Smti .....  
.....  
.....

To :- The Chairman, Meghalaya Public Service Commission, Shillong.

Through :- The Secretary to the Govt. of Meghalaya, Personnel (A) Department, Shillong.

OR

The Deputy Commissioner/Sub Divisional Officer (Civil)

.....

OR

The Head of Local Office (as case may be)

.....

Dated:- .....

Sir,

With reference to the rules for the conduct of Half Yearly Departmental Examination, I have the honour to report my intention to appear at the Half Yearly Departmental Examination to be held from on the following subjects :-

|     | <u>SUBJECT</u> | <u>STANDARD OR PART</u> |
|-----|----------------|-------------------------|
| (1) |                |                         |
| (2) |                |                         |
| (3) |                |                         |
| (4) |                |                         |
| (5) |                |                         |
| (6) |                |                         |
| (7) |                |                         |
| (8) |                |                         |
| (9) |                |                         |

CENTRE .....

Yours faithfully,

.....

To be clearly written:

Name in full (in block letters).....

Designations.....

Place of present posting.....

District.....

(With a copy to their respective Administrative Heads of the Department in case of Officers belonging to other than IAS).

The 30<sup>th</sup> September, 2022.

**No.PLR.41/2020/118.** - In pursuance to the Request for Empanelment (RFE) of Consulting Organisations for providing Consultancy Services to Departments/ Boards/ Corporations under the Government of Meghalaya called for by Meghalayan Age Limited *vide* letter No.MEGHAAGE/44/2022/27, dated 23<sup>rd</sup> August, 2022, the following firms are hereby empanelled by the State Government for providing consultancy services to Government Departments especially for those implementing Externally Aided Projects:

1. Ernst & Young LLP
2. Grant Thornton Bharat LLP
3. KPMG Advisory Services Private Limited.

Further, the discovered price for the resources are as indicated below:-

| Sl. No. | Experience of Resources     | Discovered rate. |
|---------|-----------------------------|------------------|
| 1.      | > = 15 years                | 4,58,158         |
| 2.      | > = 10 years and < 15 years | 3,91,423         |
| 3.      | > = 5 years and < 10 years  | 3,57,549         |
| 4.      | > = 2 years and < 5 years   | 3,14,508         |

All Departments who wish to engage the services of consultants may float limited RFP from among the empanelled Consultancy/Agencies.

**VIJAY KUMAR D.,**  
Commissioner & Secretary,  
Government of Meghalaya,  
Planning Department.